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114  
of 2  
April 29, 1949

FCI COUNTY PROCEDURE MANUAL  
BEAN COUNTY ACREAGE REPORT PROCEDURE FOR 1949

SECTION I. GENERAL

A. Introduction

Methods of obtaining and handling bean applications (which include acreage report data) up to the closing date for filing applications are contained in the county application procedure for 1949. Responsibility for handling revised acreage report data, as explained below, rests with the county committee. No increase in the acreage or share may be approved after the closing date.

B. Acreage and Share Revisions

1. Basis for Submission of Revised Data

Between the closing date and July 15 an insured may submit revised acreage and share data if, on any insurance unit, he (1) did not plant as many acres of beans or (2) has a smaller share in the crop than the acreage and share shown on his accepted application. A request for a reduced acreage or share must be accompanied by satisfactory substantiating evidence and must be filed with the county committee on or before July 15. The Corporation reserves the right to determine the acreage planted to beans.

2. Form FCI-912-B marked "Revised" to be Used

An "Application for Bean Crop Insurance" Form FCI-912-B to be marked "Revised" and with other changes is to be used in submitting the insured's request for a reduced acreage or share. The revised Form 912-B will hereafter be referred to as the revised acreage report. Use of the application form to revise acreage report data is not to be construed as a submission of a revised application.

3. Notice to Each Insured

As soon as the planting of beans is generally completed in the county a letter should be sent by the county office to each insured who has not already filed a revised acreage report. The letter should notify the insured as follows:

- a. That his application which is on file will be considered as his final acreage report unless he files a revised acreage report by July 15.
- b. That if his actual planted acreage or share in the crop is less than that shown on his application he should submit a revised acreage report.
- c. That satisfactory evidence of the acreage of beans actually planted or the share therein, on the insurance unit will be required to substantiate any request for such reduction. Evidence may be actual measurements, ACP acreage figures, acceptable estimates such as those based on elevator contracts, or a copy of his lease or rental agreement in case the insured interest is reduced.

d. That if he expects to file a revised acreage report he should visit the county office for this purpose. In the case of absentee land-lords it may be necessary to handle revisions by mail.

4. Revised Acreage Reports Filed After July 15

Where the insured wishes to revise the reported acreage for any insurance unit after July 15, he may do so only if the acreage actually planted to beans on the unit is accurately measured and found to be less than the acreage shown on the application. In such cases the insured shall pay to the county office the estimated cost of measurement. If the acreage determined on the basis of the measurement is less than that shown for the unit on the accepted application, a revised acreage report shall be prepared on the basis of the measurements. In these cases, the words "Acreage measured" must be inserted in the space for remarks on the revised acreage report and a record of the measurements filed in the insured's folder in the county office.

Any request filed after July 15 for a reduction in the share of the bean crop from that shown on the accepted application shall be handled in accordance with General Procedure 4, if it appears meritorious.

C. Statement of Facts

Form FCI-6, "Statement of Facts," a three-part Rediform set, is mentioned in this procedure. Whenever this form is prepared, the information entered shall be a full statement of the facts, including all available information which will help to explain the case. All statements should be clear and complete enough to enable a person not familiar with the case to decide the case on its merits and to provide an adequate record should the case at a later time involve a controversy as to the amount of the premium or the amount of any indemnity.

SECTION II. PREPARATION AND HANDLING OF A REVISED ACREAGE REPORT

A. Preparation of the Revised Acreage Report

1. A revised acreage report shall be prepared for each contract where, on any insurance unit, acceptable evidence to substantiate a reduction in acreage or share is submitted in accordance with Section I. B.
2. If any acreage of the bean crop was transferred to another person after planting, the revised acreage report shall be prepared without regard to the transfer. In each such case the insured should notify the county committee of the name and address of the transferee and of the number of acres and the share transferred. Form FCI-21-Revised, "Transfer of Interest," shall be prepared and distributed as provided in General Procedure 8.
3. A revised acreage report shall be prepared as follows:

a. Heading. Delete the word "Application" and add "Acreage Report" in the title of the Form 912-B. Type in the word "Revised" in the upper left-hand corner. This is very important so that the revised form will not be mistaken for the accepted application. Enter the name and address of the insured or the substitute insured where applicable. Enter other data exactly as it appears at the top of the application.

b. Delete from the Form 912-B:

(1) Items A, B and C.

(2) The four printed lines which are under the space for "Remarks" in item E.

(3) Items F, G, and H.

(4) All of item J except the word "Acceptance."

These deletions should be made in any manner which will leave no doubt that the items were intended to be deleted. Deletions should be performed before the insured signs the form.

c. Item D. If the class(es) of beans have not been entered previously in item D, they should be entered.

d. Item E of the revised acreage report must contain data for all insurance units listed on the accepted application. Care should be exercised in transcribing data from the accepted application to the revised acreage report for the insurance units where no change is involved. The Bean Sales Handbook contains instructions for preparing item E.

e. Signature. The insured or transferee, if applicable, shall sign the revised acreage report and the date of his signature must be entered. All signatures shall be affixed in accordance with the instructions in the county application procedure. Witnesses to the applicant's signature are not necessary, unless the signature is executed by mark (X).

f. Certification. If after a review of the revised data, the revised acreage report appears to be acceptable, a member of the county committee shall sign the form and enter the date of his signature in item I.

If the county committee does not recommend acceptance of the revised acreage report the certificate of the county committee shall not be executed. In such cases, a statement of facts on Form FCI-6, together with the committee's recommendation shall be prepared and attached to the revised acreage report.

g. Item K, "Computation of Premium." Column 5 (of item E) and columns 6 and 7 must be completed by the county office before submission of the revised acreage report to the State Director. In column 5 (of item E) enter a number beginning with No. 1 for each different

insurance unit. In column 6 enter the coverage area number shown on the crop insurance map for the land described on the corresponding line in item E. In column 7 enter the applicable premium rate per acre as shown on the county actuarial table.

No entries need be made in columns 8 and 9.

Refunds of premiums, if any, will be made by the branch office after a recomputation of the premium.

### SECTION III. TRANSMITTAL OF REVISED ACREAGE REPORTS

All revised acreage reports and attached statements of facts, if any, shall be forwarded to the State Crop Insurance Director as soon as possible after July 15. A transmittal sheet (Form FCI-15) shall be used for this purpose. The words "Revised Acreage Reports - Beans" should be entered in the space provided on the Form 15. No transmittal number need be assigned to it. Otherwise the Form 15 should be prepared in accordance with the county application procedure. When the approved copy of the revised acreage report is received in the county office it should be filed with the related accepted Form FCI-912-B, "Application for Bean Crop Insurance."

